

## MEMORANDUM

12/3/2010

TO: Joe Adler, Director, Office of Human Resources  
Patrick Lacefield, Director, Office of Public Information  
FROM: Chris Cihlar, CountyStat Manager  
SUBJECT: OHR Performance Review

**The following items were identified for follow-up during the 12/3/2010 CountyStat meeting:**

1. Prior to web posting, change format on slide 22 (Number of employees within each workforce utilization group) to percent of the workforce.  
Responsible parties: CountyStat  
Other parties involved: none  
Deadline: 12/15/2010
2. Prior to web posting, clarify data on slide 19 (Average number of days to fill a vacant position in County employment) by 1. explaining temp worker figures in FY09 and FY10, 2. confirm that new hires(FY10=152) are all outside hires, and 3. break out new hires by executive, legislative and judicial branches.  
Responsible parties: OHR  
Other parties involved: CountyStat  
Deadline: 12/15/2010
3. Related to slide 25 (Extensions and terminations during employee probation) determine how many extensions result in termination, and assess reasons for extensions.  
Responsible parties: OHR  
Other parties involved: none  
Deadline: 1/15/2011
4. Related to slide 26, (Non-merit and merit system employee disciplinary actions) investigate the increasing trend for merit employees.  
Responsible parties: OHR  
Other parties involved: none  
Deadline: 1/31/2011
5. Add percent (%) of department's employees who have fulfilled mandatory training requirements to all Executive Branch Department Directors' performance plans.  
Responsible parties: CountyStat  
Other parties involved: none  
Deadline: 1/31/2011

6. Update and complete FY11 Performance Plan (based on FY10 performance) and submit to CountyStat for approval and web posting.

Responsible parties: OHR  
Other parties involved: CountyStat  
Deadline: 1/31/2011

7. Evaluate transferring OHR Front Desk phone number (#7-5000) from MC311 Call Center back to OHR. Be sure to consider potential added workload and OHR's ability to collect customer service data comparable to MC311 data.

Responsible parties: OHR, PIO  
Other parties involved: CountyStat  
Deadline: 2/28/2011

cc: Timothy Firestine, Chief Administrative Officer  
Fariba Kassiri, Assistant Chief Administrative Officer